



"Together we can...Think Big, Have Fun, Learn More!"

RIDGEWAY INFANT SCHOOL

Classteacher Job Description

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the Foundation Stage and National Curriculum requirements (as appropriate) and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To foster a learning environment and educational experience which provides students with the opportunity for fulfil their individual potential.
- To share in the development of the school curriculum, programmes of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- To support the Headteacher in creating, establishing and maintaining the aims and objectives of the school in partnership with pupils, staff, governors and parent/carers.
- To support the school in improving outcomes for all pupils and the continuous improvement of teaching and learning in the school.

Duties and responsibilities:

- **Part 1:** You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document in a Reception or KS1 class
- **Part 2:** You are required to carry out the responsibilities of a subject leader (unless in NQT year)
- **Part 3:** You are required to carry out such professional duties which form part of the School Teachers' Pay and Conditions Document which the Headteacher may reasonably ask you to undertake

Reporting to:

- Classteachers should report to the Headteacher and/or the Deputy Headteacher.
- Classteachers should make themselves aware of and follow the structure of the line management system within the school.

Responsible for:

- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
- Directing and supervising the work of Teaching Assistants, Trainee Classteachers, Work Experience Students, Volunteers and any other adults within the classroom.

Generic Responsibilities:

- To ensure that a twice daily registration of pupil attendance is completed and reported in a timely manner in accordance to the school systems and procedures.
- To teach pupils in their assigned group according to their educational needs.



- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to pupils' learning styles and the varying demands of the curriculum.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- Supported by the SENDCo, Deputy Headteacher and Headteacher, identify SEND or very able children.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.

Curriculum Subject Leadership:

In accordance with the Teachers' Pay and Conditions Document there is a requirement for all teachers to contribute to the development of the school curriculum, teaching methods and their review (except during NQT year). The tasks expected of the Classteacher may include any of the following and will be provided with dedicated time to address some of them.

- To assist in the monitoring of and evaluation of learning within the curriculum area(s) in line with the school's monitoring cycle. (This may include observation or use other approaches, work sampling, planning scrutiny, review etc.).
- To collate and analyse information relating to the standards achieved in the curriculum area(s) for presentation to the Leadership Team and Governing Body.
- To audit resources in the curriculum area(s).
- To submit requests, secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum area(s).
- To identify and secure provision of appropriate in-service professional development in relation to the curriculum area(s), with the support of the Leadership Team.
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
- To support and adhere to the school's quality assurance procedures.
- To communicate effectively with parents/carers of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To value, engage and develop PSHE and SMSC across school in line with whole school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- Act as a role model, mentor or coach to colleagues as appropriate and encourage collaboration, co-operation and teamwork.
- To actively engage in the performance management appraisal system (except during NQT year).



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- To contribute to the formulation, implementation and evaluation of the School Development Plan and associated action plans, as appropriate.

Other Duties:

- To play a full part in the life of the school community, and support its ethos.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.
- To take on any additional responsibilities which might from time to time be determined by the Headteacher.

Note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually.

Signature of post holder: _____ Date: _____

Signature of Headteacher: _____ Date: _____